

**SCMS MSO/SMSO/POC Workshop**  
**December 9-10, 2008 (Chicago)**  
**December 16-17, 2008 (Oak Ridge)**

Workshop Objectives:

- Educate/refresh MSOs on specific SCMS roles and responsibilities
- Provide training on using SCMS, SME selection, and RevCom interaction related to managing requirements
- Approval of all existing RDRs
- Highlight resources available

Day One

- 8:30 Welcome and "building orientation"
- 8:40 Introduction of the SCMS Development Team and respective roles
- 8:45 Introduction of attendees (*especially* important for new players)
- 9:15 SCMS: Overview: Synopsis of Last Two Years and Direction for the Future
- 9:45 SCMS Roles and Responsibilities (of the MSO/SMSO/POC/SMEs/CDLs/Org POCs)
- 10:15 Break
- 10:30 Overview of Managing Requirements
- 11:00 Reviewing and Commenting on DOE Justification Memoranda
- Walk through and explain what a Justification Memo is
  - Demonstrate with sample document
- 12:00 Lunch
- 1:00 Reviewing and Commenting on DOE Justification Memoranda (continued)
- RevCom Demonstration for Reviewing Justification Memos
- 2:00 Break
- 2:15 Reviewing and Commenting on Draft DOE Directives
- Walk through procedure
  - Demonstrate with sample document
- 3:15 Break
- 3:30 RevCom Demonstration for Reviewing Draft Directives
- 4:15 Review of SME Tool
- 4:30 Prep Work for Day Two: Requirements Management
- Requirements List, Implementation Reports, and Instructions provided
- 4:45 Adjourn

## Day Two

- 8:30 Recap of afternoon session and questions
- 8:45 Identifying and Proposing New or Revised Requirements
- Walk through procedure
  - Walk through form
- 9:30 Processing Approved Requirements
- Walk through process and discuss why and how it is used
  - Demonstrate automated process
- 10:30 Break
- 10:45 Approval of all existing RDRs - On line, Hands on
- 11:45 Lunch
- 12:45 Document Maintenance Responsibilities for MSOs/SMSOs/POCs
- Annual Review of Document Currency
  - Outstanding and Aged SCMS Documents
  - Processing major and minor revisions
  - Responding to user Feedback
  - Restricted Documents
  - Tools You can Use: Walk through of (MSO) Dashboard
- 2:00 Break
- 2:15 Approval of all existing RDRs - On line, Hands on (continued)
- 3:00 Workshop Wrap-up and Action Plans
- Outstanding actions and development of individual plans
  - Next Steps
- 4:00 Close-out